

OFFICE OF STRATEGIC SERVICES
The Joint Intelligence Study Publishing Board

12 August 1943

JANIS MEMORANDUM #5

Subject: Preparation of photographic material, charts, plans and diagrams for inclusion in JANIS.

1. Each contributing agency will select the necessary photos to illustrate the text which that agency is required to submit.
2. In this connection attention is invited to the fact that charts, plans, diagrams and photographs aid materially in the presentation of a subject and frequently save many printed words. In view of this fact, ample photographic coverage is desirable.
3. Photographs to be of value must be carefully selected to illustrate the subject matter, and the captions of these photographs should be expressed in concrete terms using military or naval phraseology wherever applicable. Excess verbiage is to be avoided, but the captions should exactly describe the subject.
4. Dates should be used whenever possible.
5. The arranging of photographs is most important, and it is desirable that they appear with the text to which they apply, and considerable thought must be given to an orderly manner of presentation. For example:
 - a. Using photographs covering a port the following plan might prove desirable: First, views of the town should be shown from a distance, that is, aerial views, panoramas from the sea and views from landward. Second, views shown should be those depicting the harbor and port facilities. Third, the views would then cover the important streets of the town, vulnerable bridges, etc. Fourth, the views would next show the types of building construction and the important buildings such as power plants, gas works, radio stations, water works, barracks, etc.
 - b. Photographs covering terrain could be easily located if they were numbered, the said numbers appearing on a sketch map at the points where the photographs were taken. This map could accompany the text.
 - c. Photographs depicting roads could well be handled in a similar manner as in 'b' above using a road sketch or sketches instead of the sketch map. On this road sketch it might be possible to indicate route numbers, vulnerable bridges, cuts, fills, tunnels, etc., by appropriate symbols, as well as indicating the points from which the photographs were taken. If this were done, the text would describe the various routes in topographical order, and the photographs along each route would appear appropriately numbered so as to coincide with the road sketch.

DOCUMENT NO. 5

NO CHANGE IN CLASS. ☐

☒ DECLASSIFIED

CLASS. CHANGED TO: TS S C

NEXT REVIEW DATE: _____

AUTH: HR 70-2

~~RESTRICTED~~

Approved For Release 1999/09/08 : CIA-RDP79-01147A000300040046-2
Submitted for inclusion in JANIS.

6. The page size for the projected JANIS is 10" x 13-5/8" with a margin of 1" at the binding edge, 2/3" at the opposite edge, 5/6" at the top and 1" at the bottom. There are three ways in which large photographs may be treated. First, they may be cut so as to appear half on a left page and half on the right page following. Second, they may be treated as an insert. Third, they may be trimmed. This latter case is particularly applicable where an excess of sea and sky appear.
7. There are certain types of photographs such as aerial views, panoramas, etc., where it is desirable to indicate salient features directly on the photograph itself, thus reducing the necessity for a lengthy caption.
8. Photographs are particularly desirable in connection with beach studies, where they depict depths of water by bathers in swimming, width of beaches, reefs and reef entrances, terrain in rear of beach, etc. Panoramas are acceptable but not as desirable as a series of views made consecutively on a course parallel to the beach.
9. There is no objection to having the same photograph appear in more than one place in JANIS as the same view may depict more than one important feature. However, there should not be a repetition of photographs within any one chapter.
10. Any contributing personnel not familiar with the sources of photographic material should get in touch with his agency's member of the Cartographic Committee.
11. Captions for photographs should not be accepted at their face value. Each photograph should be carefully checked with a chart or map as to its reliability. In this connection, when preparing the caption for the photograph, it is well to give the direction within reasonable limits toward which the photograph is taken. However, it is not considered necessary to designate directions more closely than by the nearest 2-point compass bearing. For example, looking N'y, NNE'y, NE'y, ENE'y, etc.
12. Photographs should be numbered consecutively within each chapter. Thus, photograph number 11 in chapter number IV should be marked Illust. IV-11.
13. Selected photographs should be enlarged or reduced to the desired size for final publication and are to be mounted on bond paper of page size or size of fold-in if such is required. The numbers and captions will be placed at the bottom thereof in typewritten form.

/s/ Vaughn Bailey, Cdr., USN

/s/ George H. Kountz, Major, AUS

/s/ Kirk H. Stone, Ensign, USNR

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